

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

823F - DRUGS & MEDICAL DEVICES DIVISION-TANNING FACILITIES

2232	TANNING FACILITIES OUT OF BUSINESS (OOB) FILES	3		3	C	0				PAPER, ELECTRONIC; PAPER IS RETAINED ONE YEAR, THEN SCANNED AND DESTROYED. ELECTRONIC IS KEPT TWO MORE YEARS.
2233	TANNING FACILITIES INSPECTION REPORTS	3		3	C	0				PAPER, ELECTRONIC; PAPER IS RETAINED ONE YEAR, THEN SCANNED AND DESTROYED; ELECTRONIC IS KEPT TWO MORE YEARS.
2240	TANNING FACILITIES COMPLAINTS - VALID	3		3	O	0				PAPER, ELECTRONIC; PAPER IS RETAINED FOR ONE YEAR, THEN SCANNED AND DESTROYED, ELECTRONIC IS KEPT TWO MORE YEARS.
2242	TANNING FACILITIES COMPLAINTS - NOT VALID	3		3	C	0				PAPER, ELECTRONIC; PAPER IS RETAINED ONE YEAR, THEN SCANNED AND DESTROYED. ELECTRONIC IS KEPT TWO MORE YEARS.
2244	TANNING FACILITIES ADMINISTRATIVE PENALTY RECORDS	1+AC+AV		1+AC+AV	O	0				PAPER, ELECTRONIC; PAPER IS KEPT 1 YEAR, AC=WHEN PAPER SCANNED. AFTER SCANNING THE PAPER IS DESTROYED; ELECTRONIC IS RETAINED UNTIL AV, AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW.
2254	TANNING FACILITIES SPECIAL INVESTIGATION RECORDS	1+AC+AV		1+AC+AV	C	0				PAPER, ELECTRONIC; PAPER IS KEPT 1 YEAR, AC=WHEN PAPER SCANNED. AFTER SCANNING THE PAPER IS DESTROYED; ELECTRONIC IS RETAINED UNTIL AV, AV=NEEDED TO CONDUCT REGULATORY ACTIVITIES OR REVIEW.
2262	TANNING FACILITIES DETENTION REPORTS	3		3	C	0				PAPER, ELECTRONIC; PAPER IS RETAINED ONE YEAR, THEN SCANNED AND DESTROYED; ELECTRONIC IS KEPT TWO MORE YEARS.
2269	TANNING FACILITIES RELATED SAMPLES	AV		AV	O	0				RETAINED IN ORIGINAL MEDIUM; AV=NEEDED FOR INVESTIGATIONS, LITIGATION
1.1.007	2234 TANNING FACILITIES INVESTIGATIONAL CORRESPONDENCE, 1ST CLASS & CERTIFIED	3		3	O	R	O	X		PAPER, ELECTRONIC; PAPER IS RETAINED FOR ONE YEAR, THEN SCANNED AND DESTROYED, ELECTRONIC IS RETAINED TWO MORE YEARS. BECOMES PART OF THE INSPECTION REPORTS, SEE # 2233.

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
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VITAL CODES (Field 11)

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823F - DRUGS & MEDICAL DEVICES DIVISION-TANNING FACILITIES

1.1.007	2239	TANNING FACILITIES - WARNING LETTERS	3		3	O	R	O	X	PAPER, ELECTRONIC; PAPER IS RETAINED FOR ONE YEAR, THEN SCANNED AND DESTROYED, ELECTRONIC IS KEPT TWO MORE YEARS. BECOMES PART OF THE INSPECTIONS REPORTS, SEE # 2233.
1.1.048	2255	TANNING FACILITIES LEGAL RECORDS	AC+1+AV		AC+1+ AV	O	R	O		PAPER, ELECTRONIC, PAPER IS RETAINED AC+ ONE YEAR, THEN SCANNED AND DESTROYED; ELECTRONIC IS KEPT UNTIL AV. AC=AS APPLICABLE, DECISION OF AN AGENCY NOT TO FILE A LAWSUIT OR DECISION THAT A LAWSUIT WILL NOT BE FILED AGAINST IT ON A MATTER; DISMISSAL OF A LAWSUIT OF WANT OF PROSECUTION OR ON A MOTION OF THE PLAINTIFF; OR FINAL DECISION OF A COURT (OR OF A COURT ON APPEAL, IF APPLICABLE) IN A LAWSUIT. AV=NEEDED FOR REGULATORY ACTIVITIES OR REVIEW. COURT CASES INVOLVING TANNING FACILITIES CROSS-REFERENCE EARLIER CASES, THEREFORE, RECORDS MUST BE MAINTAINED TO SUPPORT COURT REQUIREMENTS AND PUBLIC HEALTH CONCERNS OF THE PUBLIC.
1.1.057	2266	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC
1.1.060	2275	TANNING FACILITIES PUBLIC HEARING RELATED VIDEO/AUDIO RECORDINGS	AC+90DA+AV		AC+90DA+AV	O		O		AUDIO & VIDEO; AC=OFFICIAL APPROVAL OF WRITTEN MINUTES OF THE MEETING BY THE GOVERNING BODY OF AN AGENCY. RETAINED TO MEET PUBLIC NEED FOR INFORMATION ON HEALTH/MEDICAL RELATED ISSUES RELATED TO TANNING FACILITIES.
1.1.062	2271	TANNING FACILITIES PUBLIC HEARING RELATED DOCUMENTS	2+AV		2+AV	O		O		PAPER, ELECTRONIC, PAPER IS RETAINED TWO YEAR, THEN SCANNED AND DESTROYED; ELECTRONIC IS KEPT UNTIL AV, AV=NEEDED FOR REGULATORY ACTIVITIES OR REVIEW. THESE RECORDS ARE NEEDED TO MEET PUBLIC DEMAND FOR INFORMATION ON TANNING FACILITIES AND HOW IT AFFECTS THEIR HEALTH.

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